JOINT FORCES HEADQUARTERS-INDIANA
AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)

On Board AGR at Terre Haute Air Base Only

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
14-022-A-Air		13 February 2014	27 February 2014
UNIT OF ASSIGNMENT	**LOCATION**	**CIVILIAN SERIES & GRADE**	**SALARY RANGE**
181st MSG	Terre Haute, IN	N/A	MSgt
POSITION TITLE	**PDCN**	**MINIMUM MILITARY GRADE**	**MAXIMUM MILITARY GRADE**
Knowledge Ops Mgmt	TBD	E-5/SSgt	E-7/MSgt

COMPATIBLE MILITARY ASSIGNMENT

Air Force Specialty Code (AFSC) 3D071

PERMANENT CHANGE OF STATION (PCS) FUNDING

FUNDS MAY BE AVAILABLE

MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION

☒ Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) Three (3) years with the potential for follow on tours.

☒ IAW ANGI 36-101, follow on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.

☒ Open to **Females**

DUTIES AND RESPONSIBILITIES

Performs data management. Manages process of planning, coordinating, managing, sharing, and controlling organization's data assets. Updates or uses data vocabularies and metadata catalog, enabling data to be accessed, tagged, and searched regardless of physical location, media, source, owner, or other defining characteristics. Categorizes and specifies how to represent objects, concepts, and other entities based on relevance and application to support specific organizational objectives. Structures data and information for a specific purpose in a specific context for collaborative groups of users who must exchange information in pursuit of their shared goals, interests, missions or business processes. Manages databases for the storage, modification, and retrieval of information to produce reports, answer queries, and record transactions. Uses or assists users with using authoritative data sources, data services, and presentation layer to deliver information to support processes. Performs information management functions. Operates information systems to create, collect, process, disseminate, use, store, protect, and dispose of information. Provides and educates users on workflow capabilities and tools to comply with structured electronic processes and flexibility to create/develop ad Manages timeliness, accuracy, and maintenance of published content. Manages publications and forms , storage, acquisition and dissemination. Provides guidance to ensure publications and forms meet prescribed style, format, and legal and statutory requirements. Creates manual and electronic file plans. Applies file cutoff procedures and disposes of and retrieves records. Operates and manages records information management system and records staging areas.

Complies with Privacy Act (PA) and Freedom of Information Act (FOIA) procedures and provides assistance to ensure others comply. Provides guidance and assistance on common, standard electronic communications applications and establishes policy, processes, and procedures for document management, collaboration, and workflow.

GENERAL EXPERIENCE

Knowledge is mandatory of: techniques and procedures of systems analysis and design; software methodology; communications-computer processing; system operation and maintenance; system and equipment capability, capacity, and logic; and performance measurement, security, and resource management.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

-Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.

-Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.

-Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.

-Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).

-Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.

-Current Technician employees that enter into the AGR program will be separated (or given the option of entering LWOP) from their Technician employment on the day prior to the AGR status effective date.

-Security Clearance: Applicants must have or be eligible to obtain a **SECRET** security clearance.

-Medical/Physical: Applicants must meet any medical standards or physical requirements designated for the position**.**

-Direct Deposit/Electronic Fund Transfer Program: Selected candidate is required to participate as a condition of employment.

-Vice: Vanlandingham

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

-Complete and SIGNED NGB Form 34-1.

- Applicants MUST submit CURRENT fitness assessment.

-Current Record Review Listing (RRL-RIP). Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

- Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.

POC is SSG Siefferlen: 317-247-3300 EXT: 3390, DSN 369-2300 EXT: 3390.

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement**. **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-483**,** Email: ng.in.inarng.mbx.mdihrweb@mail.mil   Original signature will be required for EMAILED copies at the time of the interview.

Selecting Official: Shane Halbrook, Col, 181ST MSG, Terre Haute, IN COMM: 812-877-5225